

12.910 MISSING PERSONS

References:

- Procedure 12.110 - Handling Suspected Mentally Ill
Individuals and Potential
Suicides
- Procedure 12.400 - Offense Reporting, Miscellaneous
Reporting
- Procedure 12.555 - Arrest/Citation: Processing of
Adult, Misdemeanor and Felony
Offenders
- Procedure 12.600 - Prisoners: Securing, Handling,
and Transporting
- Procedure 12.912 - Child Abduction/Amber Alert Plan

NCIC Manual - Missing Persons

A Child is Missing Program - (ACIM)

Ohio Revised Code - Section 5502.52 Statewide
Emergency Alert Program
Regarding Abducted Children

Definitions:

The Hamilton County Mental Health Board (HCMHB) defines categories of risk for patients in care facilities as follows:

Category I is a high risk. The individual has exhibited specific evidence of dangerousness such as a suicide plan, has made a threat against a specific person, etc. There is clear evidence of dangerousness, e.g., observed indiscriminate assaultive behavior or a complete inability to care for self. The individual is a minor or a legal hold.

The Cincinnati Police Department considers all Category I missings as critical missings.

Category II is a moderate risk. The evidence of dangerousness is inconclusive. History may indicate a potential for aggression if provoked. May have a history of Absent Without Leave (AWOL) with no violent episodes.

Category III has no evidence of dangerousness. There is no evidence the patient is dangerous to self or others and can care for self. Frequent AWOL abuser, self return is anticipated.

Purpose:

Establish Department guidelines governing the reporting and investigation of missing persons.

To ensure all missing persons cases are investigated in a professional and timely manner.

Policy:

Any responsible and competent adult whose whereabouts are unknown by his choice will not be reported as missing.

If any doubt exists complete a Form 304, Cincinnati Police Department Missing Report.

Procedure:**A. Reporting A Missing Person****1. Critical Missing Person**

- a. District personnel will immediately begin a critical missing investigation and report if the person is:
 - 1) Under 12 years of age
 - 2) A possible victim of foul play
 - 3) In poor mental condition
 - a) Likely to do harm to self or others
 - b) Disoriented or unable to respond to simple questions regarding personal information, i.e., name, date, or place
 - 4) In poor physical condition
 - a) Physical impairment(s) which severely limits self care
 - b) Dependent on life sustaining medication
 - 5) A Category I missing.

- b. If the missing person fits one or more of the listed criteria for a critical missing, Police Communications Section (PCS) will dispatch a district supervisor to the scene.
 - 1) The supervisor will direct an area search if necessary.
 - 2) The supervisor will notify Personal Crimes Unit (PCU) during the hours of 0800 to 2400. From the hours 2400 to 0800, the supervisor will notify the Criminal Investigation Section (CIS) desk.
 - a) The supervisor will ensure a copy of the Form 304 is faxed to PCU.
 - b) A PCU supervisor, or in his absence a CIS shift supervisor, will decide if PCU personnel will be recalled to respond to the scene in exceptional cases requiring their expertise.
 - 1] Contact CIS to recall PCU personnel.
 - c) PCU personnel will duplicate any photographs of the missing person for radio and television station notification.
 - 1] 0800-1600 hours notify Public Information Office (PIO) to contact the media.
 - 2] 1600-0800 hours PCU will contact the media and advise PIO that the information has been forwarded.
 - d) PCU personnel involved in the investigation will maintain a Form 188, Personal Crimes Unit Investigative Report, detailing all Department actions taken to locate the critical missing.

- c. If the missing person fits one or more of the listed criteria for a critical missing, or is a found child/elderly/disabled that is unable to articulate their address, the responding officer can initiate the ACIM program. A supervisor's permission is not necessary.
 - 1) Call ACIM 24 hours a day/7 days a week, toll-free, at 1-888-875-2246.
 - 2) Officers will answer all questions and provide the operator with the following information:
 - a) Reporting agency name
 - b) Officer name and contact number
 - c) Case number (if available)
 - d) Name and description of missing
 - e) Time, date, location, zip code, and county last seen
 - f) PCS line number for sightings is 513-765-1212.

2. Missing juveniles

- a. A Form 304 will be filed immediately on all missing juveniles.
- b. Ohio Law requires entry of missing juveniles into the Law Enforcement Automated Data System/National Crime Information Center (LEADS/NCIC) computer files within 12 hours of receipt of the original report.
- c. The officer completing the Form 304 will have it checked by a supervisor and will immediately fax a copy to PCU.

3. Missing adults

- a. Adults must be missing 24 hours before taking a report, unless there are extenuating circumstances.

- b. The Telephone Crime Reporting Unit (TCRU) will make these reports unless extenuating circumstances exist.
- 4. Nonresident of Cincinnati whose location is unknown
 - a. If the missing visitor does not meet the critical missing criteria, refer the reporting person to the police agency of the missing person's residence.
 - 1) This does not preclude the officer from initiating an "Attempt to Locate" broadcast if necessary.
 - b. If the agency where the missing person resides refuses to make the report, the district where the missing person was last seen will make the report and conduct the investigation.
 - c. If the missing person fits one or more of the listed criteria for a critical missing, follow Section A.1.b.
 - 1) Notify the police agency where the missing person resides.
- B. Who May Report a Missing Person
 - 1. Any responsible adult with accurate information may report someone missing. This will include nursing home or hospital representatives who have charge of the care of the missing person.
 - a. Missing residents of Summit Behavioral Healthcare (SBH) are investigated by the Ohio State Highway Patrol (OSHP). However, when necessary, Department personnel will assist OSHP.
- C. Initial Missing Person Investigation
 - 1. Police officers will generally take missing person reports in person, except for adults when no extenuating circumstances exist.

2. Before making the Form 304, the officer will conduct a preliminary investigation in an attempt to locate the missing person. This may include, but should not be limited to, a consensual search of the residence or telephone calls to such places as the Hamilton County Justice Center or the Hamilton County Morgue.
 3. Report critical missings to PCS as soon as an adequate description is available.
 4. Photographs and fingerprints of missing persons
 - a. The reporting officer will attempt to obtain a small picture of the missing person. Indicate on the Form 304 that a picture is available. The picture will stay with the district/section/unit investigating the missing. Send the picture to PCU to attach to their copy of the Form 304 if the investigation transfers to that unit. If possible, retain pictures of all persons reported missing.
 - b. The initiating officer will ask the reporting individual if there are fingerprints available of the missing person. Indicate on the Form 304 if the fingerprints are available and where they are on file.
- D. Form 304, Cincinnati Police Department Missing Report
1. The reporting officer will call PCS, Line 3500 or 2975, with information from the Form 304 for the radio broadcast and teletype message. PCS will teletype all missing persons and broadcast all critical missings.
 2. Fax a copy to PCU.
 3. Officers completing a Form 304 for other districts will immediately fax a copy and mail the Form 304 to the district of residence of the missing person.

- a. Critical missing reports will immediately be hand carried to the district of residence, except out of town missings.

E. Follow-Up Investigation

- 1. If after 14 days the missing person is not located, the district will forward to PCU a copy of the Form 304, the photo if one is available, and its investigation documented on a Form 311A, Supplementary Offense Report Addendum.
 - a. PCU is responsible for follow-up investigation after the 14-day district investigation.
- 2. PCU supervisors will review the 14-day investigation for accuracy and completeness.

F. Closing Missing Person Reports

- 1. Upon confirming the location of a reported missing person, Department personnel will notify PCS to cancel the teletype and will complete a Form 311, Cincinnati Police Department Incident Closure Report, containing complete information.
 - a. Forward copies of the Form 311 to the district conducting the follow-up investigation.
 - 1) The District collator will forward a copy of the report to the Records Section.
- 2. Inactive File
 - a. Districts will file the Form 304 as inactive if the person has not returned, is not located, or there is no information as to the person's location when either:
 - 1) At the end of 30 days if the individual who reported the missing person cannot be found, and there is no further information, or

- 2) At the end of three months if the individual who reported the missing person is located, but further helpful information is unavailable.

b. Perpetual file of missing person reports

- 1) PCU will maintain a perpetual file on all missing persons who have not been located.

- a) PCU will enter appropriate missings in the LEADS/NCIC missing persons file.

- 1] Check missing persons through any County Law Enforcement Applied Regionally (CLEAR) terminal using a QHW query.

- 2] Access juvenile runaway warrants from Hamilton County with a QHW query.

- 3) When a missing person's name is not known, check the missing persons file through any CLEAR terminal using the QM function.

G. Identification of Bodies

1. PCU can assist in the identification of unidentified human bodies by using its files.
2. PCU will send the Hamilton County Coroner copies of inactive missing person reports over 30 days old.

H. Found Persons

1. Department personnel who are unable to locate the residence, relatives, and/or other responsible friends of a found person will:
 - a. Contact PCU for assistance in interviewing the found person.
 - 1) PCU will check its records for a possible address on the subject.

- 2) If PCU is unavailable, contact a CIS supervisor for assistance.
 - b. Officers may utilize the ACIM program as described in Section A.1.c.
 - c. Contact 241-KIDS for assistance in emergency care and/or placement of a juvenile.
 - d. Complete a Form 527, Cincinnati Police Department Arrest and Investigation Report according to procedures 12.555 and 12.600.
 - e. Any mentally ill person with a mental hold or who voluntarily agrees, should be returned to the particular facility that reported the missing. If the facility is unknown, the subject is violent, or from outside the Hamilton County boundaries, the mentally ill person will be taken to University Hospital as directed in procedure 12.120.
- I. Out of Town Missings/Attempts to Locate, Possibly in Cincinnati, Being Investigated by Other Jurisdictions
- 1. PCS will teletype this information to all districts and units.
 - 2. PCU is responsible for any requested follow-up investigation.
- J. Summit Behavioral Healthcare Walkaways
- 1. Forensic patients
 - a. These patients have been charged with a crime and have been committed through adjudication or are awaiting adjudication. They fall into four categories:
 - 1) NGRI - Not guilty by reason of insanity
 - 2) RTC - Restore to competency (for trial)
 - 3) IST - Incompetent to stand trial (probated by Civil Court)

- 4) Police Holds - Emergency psychiatric admissions transferred to the SBH prior to trial
- b. When a forensic patient escapes, walks away, or is AWOL from the SBH, the OSHP Hamilton Post will initiate a LEADS teletype and forward the information by fax to PCS for an All County Broadcast (ACB).
 - 1) OSHP will sign felony escape charges on the forensic patient and this information will be included with the ACB.
 - 2) District Four will receive a copy of the AWOL Data Sheet and will assign an investigator to assist the OSHP investigator.
 - a) District Four and PCS will maintain an AWOL Data Sheet File.
 - 3) Felony warrants signed on forensic patients will be handled by District Four Investigative Unit.
- c. Forensic patients escaping will receive classification by the HCMHB as a Category I, II, or III.
 - 1) Officers must be aware that a forensic patient has been charged with a crime, and therefore the risk assessment by the HCMHB is completely independent of the patient's status as a forensic patient.
- d. If apprehended, verify wanted status. Escape warrants will be on file at the Clerk's Office or entered in the computer.
 - 1) If the escape warrant is on file, transport the escapee to the Hamilton County Justice Center (HCJC).

- 2) If the escape charge has not yet been filed, call the OSHP Hamilton Post at 863-4606. They will forward a teletype holder to the HCJC or advise to return the patient to the SBH.
 - e. If taken to the HCJC, request "no bond" on the arrest report. If returned to the SBH at the OSHP's request, make a Form 316, Minor Accident/Aided Case/Mental Health Response Report.
 - 1) Fax a copy of all reports to the District Four Investigative Unit Commander. District Four will forward a copy to the OSHP.
 - f. Wanted escapees found inside the City will be the Department's responsibility to transport.
 - 1) On occasion, OSHP may request the Department's assistance in picking up a prisoner in Hamilton County. This request will be coordinated through a District Four supervisor.
 - g. Call PCS teletype and request a cancellation of the ACB wanted broadcast.
 - 1) PCS will contact OSHP to request cancellation of the LEADS teletype entry.
2. Civil Patients
- a. Patients at the SBH through Probate Court, will not be charged with felony escape. They can be Category I, II, or III missings.
 - 1) OSHP will notify PCS as outlined above to initiate an ACB.
 - b. If found unattended within the City, return them to the SBH.
 - 1) Violent patients will be transported to the University Hospital as directed in procedure 12.110.

- c. Do not transport nonviolent SBH civil patients from group homes, other out placement sites, or family members' homes. Patients who are simply late returning on a pass, in a hospital, or in custody of another police agency are the responsibility of the SBH Campus Police. SBH Campus Police can be reached at 948-3600 for transport.
- d. Make a Form 316 on any civil patient transported to SBH and fax a copy to the District Four Investigative Unit.
- e. Call PCS teletype and request a cancellation of the ACB wanted broadcast.
 - 1) PCS will contact the OSHP to request cancellation of the LEADS teletype entry.